



SAMPLE

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**APPLICATION
for
INITIAL CERTIFICATION
as a
COURT-ADMINISTERED
ALCOHOL AND DRUG PROGRAM**

DATE: August 20, 2002

SPONSORING COURT: Lincoln Superior Court

SUPERVISING JUDGE: Judge John Doe
Address: 123 Park Place, Hometown, IN 24567
Tel., & Fax: Phone: (888) 123-4567 Fax: (888) 123-3456
e-mail address: jdoe@lincoln.org

COURT PROGRAM NAME: Lincoln Superior Court

TYPE of PROGRAM: Free-Standing
(Free Standing, Probation, or Contract)

PROGRAM DIRECTOR: Jane Smith
Address: 222 Park Place, Hometown, IN 24567
Tel., & Fax: Phone: (888) 987-7654 Fax: (888) 345-4567
e-mail address: Jsmith@lincoln.org

Additional Program Location(s) none

PROGRAM FISCAL OFFICER: John Franklin
Name, Address, Tel., Fax, & e-mail address: Lincoln County Auditor
(if different from Program Director) 123 Park Place, Hometown, IN 24567
Phone: (888) 123-4566 Fax: (888) 123-4456
jfranklin@lincoln.org

PROGRAM'S PROPOSED START DATE: January 1, 2003

***ATTACHMENTS:**

- A. PROGRAM PURPOSE, PHILOSOPHY, GOALS and OBJECTIVES**—ppm page 2
- B. ORGANIZATIONAL PLAN**—see attached
- C. PLAN OF IMPLEMENTATION**—see attached
- D. BUDGET ESTIMATES (Income and Expenses)**—ppm page 20
- E. TREATMENT PROVIDERS**—see attached
- F. CONTRACTORS**—see attached

***If any of the attachment information is in your Policy and Procedures Manual (PPM), you need only to indicate its location and send a copy of the PPM along with your application.**

LINCOLN SUPERIOR COURT

APPLICATION For INITIAL CERTIFICATION

ATTACHMENTS

A. PROGRAM PURPOSE, PHILOSOPHY, GOALS AND OBJECTIVES

1. Program Purpose

The purpose of the Lincoln Superior Court Alcohol and Drug Program is to provide the citizens of this county with the best possible program of substance abuse intervention available to the court.

2. Program Philosophy

It is the belief of this court that strict judicial intervention and offender accountability at the misdemeanor level are key to preventing the recurrence of substance abuse and in breaking the cycle of repeat offending by a majority of low risk substance abuse offenders.

3. Program Goals and Objectives

It is the goal of this court to take a structured and consistent approach in attempting to reduce the recidivism of substance abuse offenders in this county and to make this county a safer place within which to live, work and travel. This goal will be achieved through:

- a. early intervention and clinical assessment of all alcohol and drug offenders;
- b. development and implementation of a 12-hour course of proven cognitive-based, research-documented substance abuse education for attendance by low-risk offenders;
- c. development and implementation of a 20-hour course of proven cognitive-based, research-documented substance abuse education for high-risk offenders;
- d. referral to substance abuse treatment for offenders assessed to be in need; and
- e. effective case management of all offenders.

B. ORGANIZATIONAL PLAN

- 1. The Governing Body** shall consist of the following two judges:
 - Hon. James Smith, Lincoln Circuit Court
 - Hon. John Doe, Lincoln Superior Court
- 2. The Supervising Judge** will be Hon. John Doe
- 3. The Program Director** will be Ms. Jane White. The Program Director:
 - Is responsible to for the day-to-day operation and management of the program
 - Supervises all program employees
 - Reports to the Supervising Judge

C. PLAN OF IMPLEMENTATION

It is the court's intent that the following functions will be accomplished within the estimated time frames shown:

- 1. The court shall submit the following to the Indiana Judicial Center: (10/02)**
 - a. Letter of Request to become a Court Alcohol and Drug Program
 - b. Application for Initial Certification
 - c. A Program Policy and Procedures Manual
- 2. The court shall submit to a site-visit by the Indiana Judicial Center. (10/02)**
- 3. Upon receipt of an IJC letter of approval of the court's operational plan, the court will petition the county council for approval. (November 12, 2002)**
- 4. Upon approval by the county council, the court will hire a Program Director. (11/02)**
- 5. The Program Director will transition the Program.** She will establish policies and procedures, set up facilities, and begin operations. (1/03)
- 6. The Program Director will collaborate with IJC on an initial certification review. (6/03)**

D. BUDGET ESTIMATES (INCOME AND EXPENSES)

- 1. Workload:** It is anticipated that the program will service 515 offenders annually on average.

2. Income is anticipated upon the following calculations \$135, 188

515 offenders x \$350.00 average user fee x 75% collection rate = \$135,188

Note: If necessary, additional revenue may be provided by the court to assist the initial operation of the program.

3. Estimated EXPENSES are as follows:

a. Salary (Program Director)*	\$ 39,500
b. Fringe Benefits (38%)	15,000
c. Travel	500
d. Professional Fees and Education Costs	1,200
e. Contractual Services (none anticipated)	
f. Equipment (initial purchase)	7,000
g. Supplies	3,700
h. Facilities, provided by county government	
i. Utilities, provided by county government	
j. Other Operating Costs	3,000
Total EXPENSES	\$69,900

*** Additional staff will be added as revenues allow**

E. TREATMENT PROVIDERS

It is anticipated that DMHA certified treatment providers in counties where the offenders reside will be used by the program. These providers shall be investigated and approved by the Program Director before referrals are made. The providers will be determined at a later date.

F. CONTRACTORS

Should the Program Director become ill for an extended period of time, contractors are available to handle required functions. Such contractors shall be determined at a later date.